

## CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY PUR 301-01</b>
	Section: Orders and Requisitions
	Page 1 of 2
	Responsible office: Purchasing
	Origination date: 07/01/1996
<b>Subject: Purchases Not Requiring Purchasing Services Authority</b>	Effective date: 07/01/1996
Source: University policy	Revision date:

### PURPOSE

To define purchases that do not require the authority of Contracting and Purchasing Services

### POLICY

**PUR 301-01-01: Transactions that do not require the authority of Purchasing Services.**

The transactions identified below do not require the authority of Contracting and Purchasing Services and no dollar limit is imposed when processing a Departmental Purchase (PD) order:

- Construction Procurement and Real Property Contract Payments (Capital Assets Only)
- Credit Reporting Services
- Entertainer Fees (Contracted only)
- Game Guarantees - Athletics only
- Game Officials - Athletics only
- Gate Receipts - Flagstaff Public Schools (Athletic Events)
- Government or other governing agency
- Grants - bestowed by NAU on outside agencies or individual students
- Guest Lecturer
- Guest Speaker
- Honorariums
- Insurance Claims
- Intergovernmental Agreements
- Interviewee Expenses
- Participant Fees
- Payments legally required from NAU by the Arizona Board of Regents, and State and Federal agencies
- Performer
- Program Review Fees
- Recruiting: -incl. Candidate Expenses/Hotel Accommodations. This does not include advertising to obtain qualified applicants for a vacant position.
- Refunds
- Registration Fees
- Reimbursements: -not to include employee reimbursements for the purchase of goods and/or services in excess of \$5000
- Royalties
- Stipends
- Student Program Fees
- Subcontract under Sponsored Project
- Subscriptions and Dues
- Taxes
- Temporary Employment Services
- Traffic School Tuition

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- Vehicle Registration

### CROSS REFERENCE

- [PUR 205-00](#) Prohibited Purchases
- [PUR 302-01](#) Departmental Purchase Orders
- [PUR 600-01](#) Reporting Receipt of Order